Children, Youth & Teen Programs Higher Headquarters Inspection 101

"Keeping Faith"

CHILDREN, YOUTH AND TEEN PROGRAM HIGHER HEADQUARTERS

UNANNOUNCED INSPECTIONS

Formalized
Standardized
Consistent
Quantitative
Predictable

CYTP Inspection Mission

The purpose of Headquarters Marine Corps Children, Youth and Teen Programs (CYTP) Higher Headquarters inspection is to ensure compliance with policy to meet the intent stated in the Military Child Care Act.

Overall, compliance with policy ensures the safety and well being of children, youth and teens and the program meets mission requirements.

The purpose of the Inspection Protocols are to:
- **Delineate basic principles that represent the practice of Inspections.**
- **Provide a framework for performing and promoting a broad range of value-added Inspections.**
- **Improve organizational processes and operations.**

The Protocols are principles-focused, mandatory requirements consisting of:
- **A requirement for the professional practice of Inspections.**
- **Are internally acceptable and applicable at organizational and individual levels.**
- **Interpretations, which clarify terms or concepts within the statements.**

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CYTP Inspection Philosophy

The structure of CYTP Inspection is divided between Evidentiary and Performance Protocols.

- **Evidentiary Protocols require immediate preparation, subsequent to the Inspection Teams' arrival to present evidence of compliance.**
- **Performance Protocols describe the nature of Inspections and provide quality criteria against which the performance of these services can be measured.**

Analysis ensures that the inspector's objective assessment of evidence will provide an independent opinion or conclusions regarding an entity, operation, function, process, system, or other subject matter.

The nature and scope of engagement are determined by the inspector.

Assistance services are advisory in nature, and are generally performed at the specific request of installation leadership. Assistance services do not occur during the same visit as the inspection except in the case of safety of life threatening situations. The nature and scope of the assistance engagement are subject to

Inspector Code of Ethics

1. Integrity
The integrity of CYTP inspectors establishes trust and thus provides the basis for reliance on their judgment.

2. Objectivity
Inspectors exhibit the highest level of professional objectivity in gathering, evaluating, and communicating information about the activity or process being examined. Inspectors make a balanced assessment of all the relevant circumstances and are not unduly influenced by their own interests or by others in forming judgments. Decisions are quantitative and inspectors are bound to provide detailed analysis for all findings.

3. Confidentiality
Inspectors do not disclose information without appropriate authority unless there is a legal or professional obligation to do so.

4. Competency
Inspectors apply the knowledge, skills, and experience needed in the performance of Inspections. Inspectors must be deemed as qualified by HQMC. Guest inspectors participate with oversight.

Inspector Code of Conduct

CYTP Inspectors:

- Shall perform their work with honesty, diligence, and responsibility.
- Shall not knowingly be a party to any illegal activity, or engage in acts that are discreditable to the profession of inspecting or to USMC.
- Shall respect and contribute to the legitimate and ethical objectives of USMC.
- Shall not participate in any activity or relationship that may impair or be presumed to impair their unbiased assessment. This participation includes those activities or relationships that may be in conflict with the interests of USMC.
- Shall not accept anything that may impair or be presumed to impair their professional judgment.
- Shall disclose all material facts known to them that, if not disclosed, may distort the reporting of activities under review.
- Shall be cautious in the use and protection of information acquired in the course of their duties.
- Shall not use information for any personal gain or in any manner that would be contrary to protocol or policy or, in any way, detrimental to the policy and ethical objectives of USMC.
- Shall engage only in those services for which they have the necessary knowledge, skills, and experience.
- Shall perform inspection services in accordance with the protocols for Inspecting.
- Shall continually improve their proficiency and the effectiveness and quality of their services.

Inspection Lead

HQMC CYTP Inspection Lead *is responsible for developing an inspection plan and framework. If concerns arise during an inspection, the Inspection Lead uses his/her own judgment of risks after consultation with HQMC Leadership.*

The Lead shall :

•communicate inspection activity's plans and resource requirements, including significant interim changes to Section Head for review and approval.

•ensure that inspection resources are appropriate, sufficient, and effectively deployed to achieve the approved plan.

•share information and coordinate activities with team members to ensure proper coverage and minimize duplication of efforts.

•assess and make appropriate recommendations for improving the inspection process in its accomplishment of the following objectives:

- Promoting appropriate ethics and values within USMC.
- Ensuring effective organizational performance management and accountability.
- Communicating risk and control information to appropriate areas of USMC.
- Coordinating the activities of and communicating information.

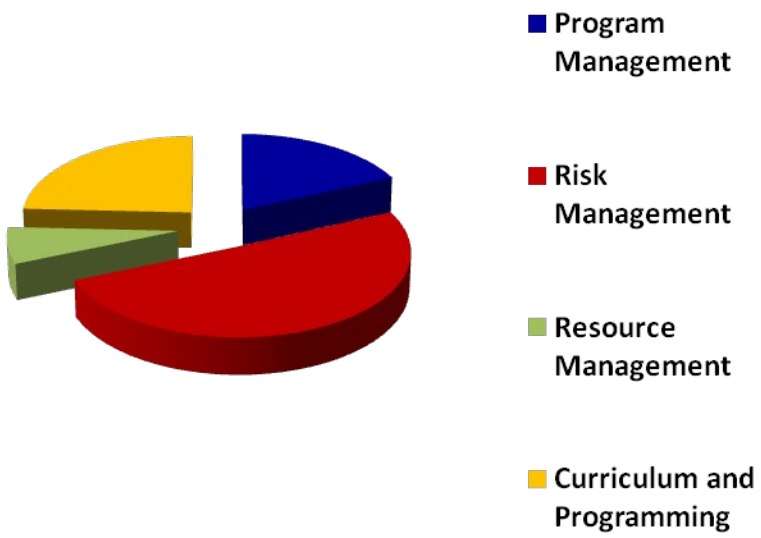
What your staff can expect?

- Qualified Inspectors
- Quick introductions
- Transparency
- Professionalism
- Quantitative Analysis
- Integrity
- Minimal operational interruption
- No interference
- Brief positive comments

Inspection Standards

4 Categories to the Inspection Tool:

- **Program Management**
- **Risk Management**
- **Resource Management**
- **Curriculum and Programming**



Inspection Standards

Program Management - 29 Standards	18%
Program Central Enrollment - 6 Standards	
Records Management - 6 Standards	
Customer Relations - 4 Standards	
Training - 13 Standards	
Risk Management - 79 Standards	50%
Child Abuse Prevention Practices - 19 Standards	
Inspections and Credentials - 13 Standards	
Health Practices - 24 Standards	
Fire Prevention Practices - 7 Standards	
Safety Practices - 16 Standards	
Resource Management - 11 Standards	7%
Fees - 4 Standards	
Personnel and Compensation - 2 Standards	
Cost Efficient Program Standards - 4 Standards	
Marketing/Partnerships - 1 Standard	
Curriculum and Programming - 38 Standards	24%
Curriculum - 21 Standards	
Materials - 1 Standard	
Environments - 8 Standards	
Interactions - 8 Standards	

Corrective Action Plans / DoD Certificate to Operate

1. **CRITICAL FINDINGS**
   - **IMMEDIATE ACTION**
   - **72 Hours: Correction time for all critical findings due to HQMC, MFY3**

2. **ALL OTHER FINDINGS**
   - **30 Days: Corrective Action Plan (CAP) due to HQMC, MFY3**
   - **90 Days: Evidence of Corrective Action (CA) due to HQMC, MFY3**

DoD Certificate to Operate: Will be issued once all discrepancies are corrected and approved by HQMC, MFY3

How can you help?

1. Carefully review Inspection Package.
2. Exchange contact information with the Inspection Lead.
3. Alert Sites that Inspection is in progress but do not provide schedule to individual sites.
4. Prepare evidence requested and secure in a central location with sufficient room for inspectors to review.
5. Alert your staff that the inspection is in process.
   A. Continue schedule in place.
   B. Ensure that only scheduled staff are on site.
6. Determine who you want to attend the Commander's Brief.
7. Coordinate with the Inspection Lead to determine when/where the informal out brief will be held.